Thursday, February 13, 2014

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Germany**.** Ichose to studyGermany in my training course because I am of German descent, and I feel that I could connect well with the people who live there. Additionally, Germany is very technologically advanced and learning that technology is really valuable.

Over the course of the next 7 ½ weeks, I expect to learn about Germany's culture, food, business etiquette and some important phrases in German. Having this knowledge will allow me to adapt quicker to the German culture. It will also let me greet people and have normal conversations with the citizens of this country.

Lastly, I think I would be a great addition to this team because I am a quick learner and have a good memory. I love to do theater and constantly am having to memorize lines, songs, and dances. Also, I am intelligent and a natural leader. I get all A's in school and was the lead in the school musical (Dorothy in *The Wizard of Oz*). All of these positive attributes will make me a very good addition to your team.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Anna E. Shumaker

5052 Cashlie Ct

Gibsonia, PA, 15044